

**BY ORDER OF THE COMMANDER  
90TH MISSILE WING**

**90TH MISSILE WING INSTRUCTION 24-301**

**2 DECEMBER 2014**

*Incorporating Change 1, 13 APRIL 2015*

**Transportation**

**OFFICIAL USE OF GOVERNMENT MOTOR  
VEHICLES**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Colonel Travis E. Condon)

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This instruction implements AFRM 24-3, *Operation and Use of Ground Transportation Vehicle*. It addresses the authorized and unauthorized uses of government vehicles and establishes the installation's vehicle misuse program. This instruction applies to all USAF personnel assigned to F.E. Warren AFB and includes any U.S. Air Force Reserve, Air National Guard, U.S. Army, or U.S. Navy personnel that utilize USAF government motor vehicles (GMV). The law provides penalties for the willful use or authorization of any government-owned, government-leased or government-rented motor vehicle for other than official purposes. Civilian employees who misuse GMVs will have action taken in accordance with the Civilian Personnel Manual. Penalties for military personnel are prescribed in the Uniform Code of Military Justice. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Comply with AFI 33-332, *The Air Force Privacy and Civil Liberties Program*, for documents containing Privacy Act information. Comply with DoDM 5200.01-V2, DoD, *Information Security Program* and AFI 31-401, *Information Security Management* for documents containing For Official Use Only information. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route the AF Form 847 from the field through major command (MAJCOM) publications/forms managers. See Attachment 1 for a glossary of references and supporting information.

## ***SUMMARY OF CHANGES***

This interim change revises 90 MWI 24-301 by removing paragraphs 4.3. through 5.2. which restricted travel via GMV for TDY and permanently assigned personnel and updating policy associated with Vehicle Operations. A margin bar (|) indicates newly revised material.

**1. General.** Statutory law contained in 40 U.S.C. Section 491 prescribes DoD policy and establishes an effective means of limiting the use of GMV to official governmental purposes only.

1.1. Restrict the use of DoD motor vehicles, including those rented or leased, to official purposes only, that is, uses that would further the mission of the Air Force. Providing a government vehicle solely for or even to enhance the comfort or convenience of the member(s) is not permitted.

1.2. Contact the 90 LRS Distribution Flight/Vehicle Operations, DSN 481-2864 for additional guidance.

**2. Reporting.** All personnel have a responsibility to report fraud, waste, and abuse which encompasses GMV misuse. The report can be taken anonymously or you can leave your name and number in case additional questions arise. Forward information listed at 2.1 below to the Operators Records and Licensing (OR&L) office at DSN 481-3257 or via email at [90LRS.LGRO@US.AF.MIL](mailto:90LRS.LGRO@US.AF.MIL). 90 LRS/OR&L will initiate their investigation within 1 duty-day of notification.

2.1. Information required to initiate misuse case:

2.1.1. Date/time

2.1.2. Specific location (BX parking lot, DFAC, Post Office, etc.)

2.1.3. Vehicle registration (plate number)

2.1.4. Name and rank of all vehicle occupants if possible

2.1.5. Action of vehicle occupants if known (Buying lunch, dropping off personnel, etc.)

2.2. Common F. E. Warren Misuses:

2.2.1. Private Organization use (e.g. Booster Clubs, Top 3, Lead 5/6)

2.2.2. Sports teams without 90 MW/CC approval

2.2.3. Unit events i.e.: Holiday Parties, Physical Fitness, Hail/Farewell, Luncheons, etc.)

2.2.4. Procuring DECA/AAFES items for unit snack bar sales

## **3. Unit Responsibility.**

3.1. Unit commanders shall: Provide evidence to respond to the LRS commander's finding or acknowledge the validity of the case with actions that will be taken to prevent further infractions within 15 calendar-days of receipt.

3.2. Vehicle Control Officer/NCO (VCO/VCNCO) shall: Take appropriate measures to educate assigned personnel on official use of GMVs to include misuse policies and prevention. Unauthorized or willful misuse of GMVs by military and civilian personnel may

be cause for disciplinary action. Refer to AFI 24-301, *Vehicle Operations*, for further clarification on misuse of GMVs.

**4. Temporary Duty Personnel.** The following local policies, concerning TDY personnel have been implemented to help minimize misuse, better ensure efficient support, and help expedite misuse investigations.

4.1. The TDY status of an individual does not necessarily justify the use of a U-Drive-It (UDI) vehicle. Justification will always be predicated on need, distance involved, and other mission-related conditions.

4.2. The commercial taxi service of Cheyenne is considered a viable transportation option unless proven otherwise.

4.3. DELETED

4.4. DELETED

4.4.1. DELETED

4.5. DELETED

4.6. DELETED

4.6.1. DELETED

4.6.2. DELETED

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4.6.5. DELETED

4.7. DELETED

4.7.1. DELETED

4.7.2. DELETED

4.7.3. DELETED

**5. DELETED**

**6. Permissible Operating Distance (POD).** The POD is that distance from the installation that GMVs travel before competing with commercial carriers (Ref. DoD Directive 4500.9). The POD for GMVs at F. E. Warren AFB corresponds with the missile field complex and extends north to Guernsey, WY, South to Colorado Springs, CO, East to Ogallala, NE and West to Jackson, WY. Travel beyond these limits requires written justification and authorization prior to commencement of travel. Submit requests to Vehicle Dispatch for review and final approval by the 90 LRS NCOIC, Vehicle Operations Control Center.

**7. Off-Base.** The results of the terminal transportation analysis reflects that using a GMV is the most cost effective mode of travel to or from Cheyenne Regional and Denver International Airport.

**8. On-Base.** IAW AFI 24-301, paragraph 3.9.1, the installation commander has approved the use of GMVs by ICBM personnel enroute to the missile field and emergency response forces

(e.g., Law Enforcement and Fire Department) for travel to on-base military facilities when on duty. Command and Control Vehicles (CACV) or other government vehicles between a residence and the workplace – known as Domicile to Duty (DTD), is strictly prohibited unless specifically approved by SECAF and reported to Congress for unique circumstances.

**9. Pet Transportation Support:** Transportation for family pets in a GMV will only be authorized, under unique circumstances and will be approved in writing by the requesting unit's commander and provided to 90 LRS/Vehicle Dispatch for audit purposes.

TRACEY L. HAYES, Colonel, USAF  
Commander, 90th Missile Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References:***

AFPD 24-3, *Management, Operation and Use of Ground Transportation Vehicle*, 09 October 2013

AFMAN 33-363, *Management of Records*, 01 March 2008

DoDM 5200.01-V2, DoD, *Information Security Program*, 24 February 2012

DoD Directive 4500.09E, *Transportation and Traffic Management*, 11 September 2007

DoD Instruction 4500.36R, *Management, Acquisition, and Use Of Motor Vehicles*, 16 Mar 2007

AFI 31-401, *Information Security Program Management*, 01 November 2005

AFI 24-301, *Vehicle Operations*, 01 November 2008

AFI 24-301 AFGSCSUP, *Vehicle Operation*, 18 February 2014

***Prescribed and Adopted Forms:***

Prescribed Forms: There are no forms prescribed by this publication.

Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*